



Department of  
**General Services**

# Putting Statewide Contracts to Use

Virtual Local Government Purchasing Forum  
September 22, 2021

Michael Porter, Category Specialist –Technology

# United We Save Time and Money



# Learning Objectives

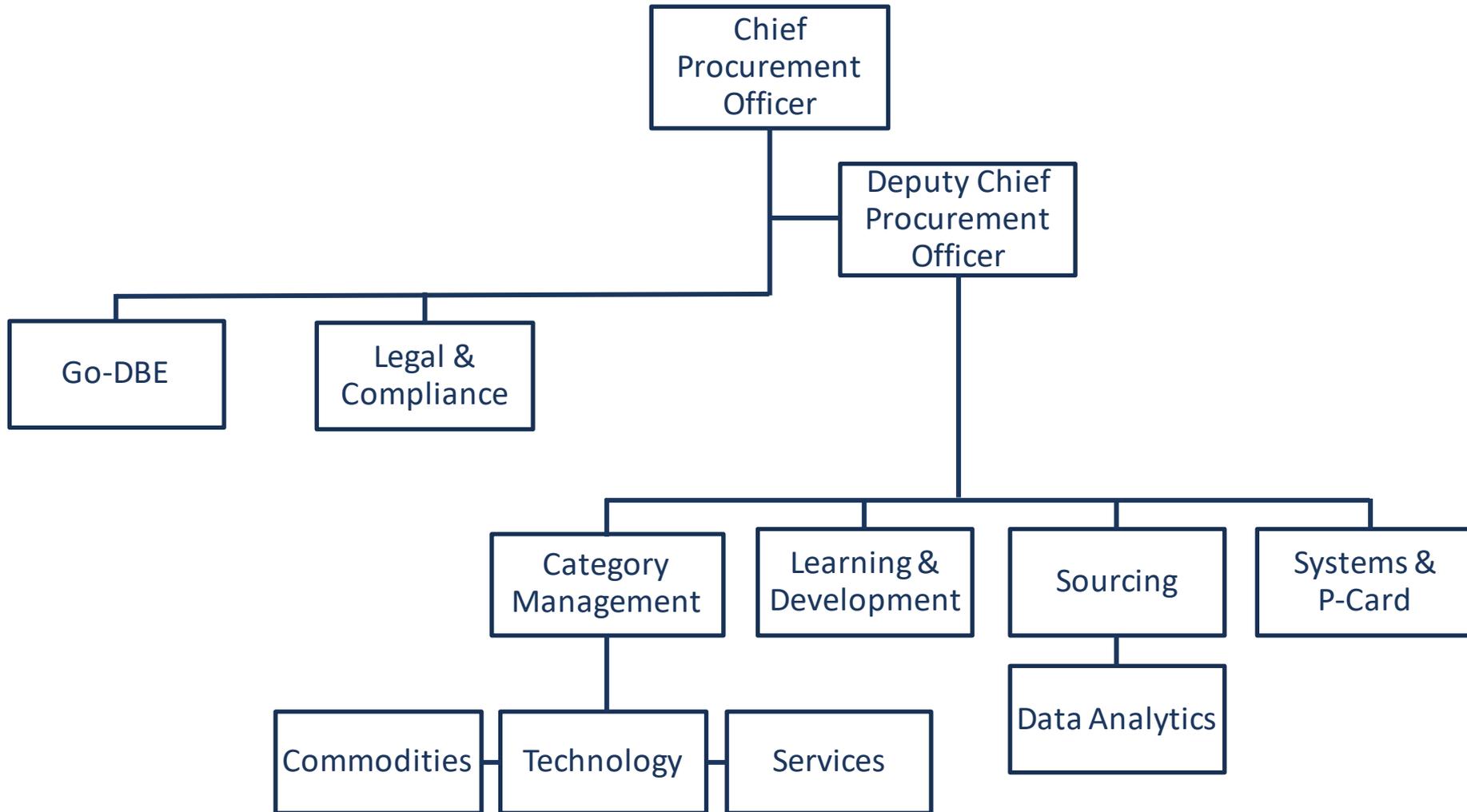
- What is the Central Procurement Office (CPO)
- What is a Statewide Contract (SWC)
- What are the benefits of using a SWC
- How to purchase from a SWC
- How to access SWC's
- How to navigate CPO Website
- How to find if a good or service is on SWC
- How to contact the CPO for assistance

# What is the CPO?



- The Central Procurement Office is a division of the Tennessee Department of General Services
- Founded in 2011, created under TCA § 4-56-104
- “Better Service, Lower Cost”

# The Central Procurement Office



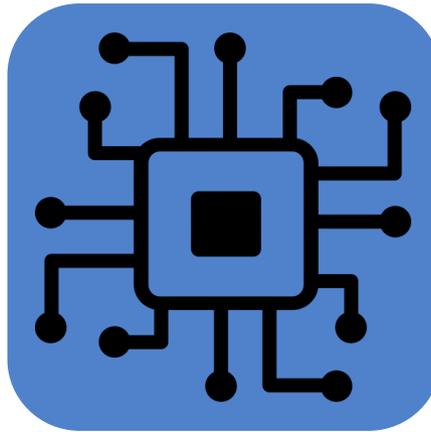
# What is a Statewide Contract?

- **Statewide Contract (SWC)** is a contract for goods or services established by the CPO available to all State Agencies and Authorized Users.



**55**

Commodities



**60**

Technology



**46**

Services

# Who Can Use Statewide Contracts?

*Authorized Users may utilize statewide contracts by purchasing directly from the awarded Contractor(s) in accordance with their own procurement policies and procedures.*



## State Government

- Departments & Agencies
- Courts
- Legislature
- Commissions & Boards

**TCA § 12-3-102**



## Local Governments

- Counties
- Municipalities
- School Districts
- Quasi-Governmental Organizations

**TCA § 12-3-1201**

Tenn. Comp. R. & Regs.  
0690-03-01-.01



## Higher Education

- Universities
- Community Colleges
- TCATs
- TN Private Nonprofit Universities

**TCA § 12-3-102**

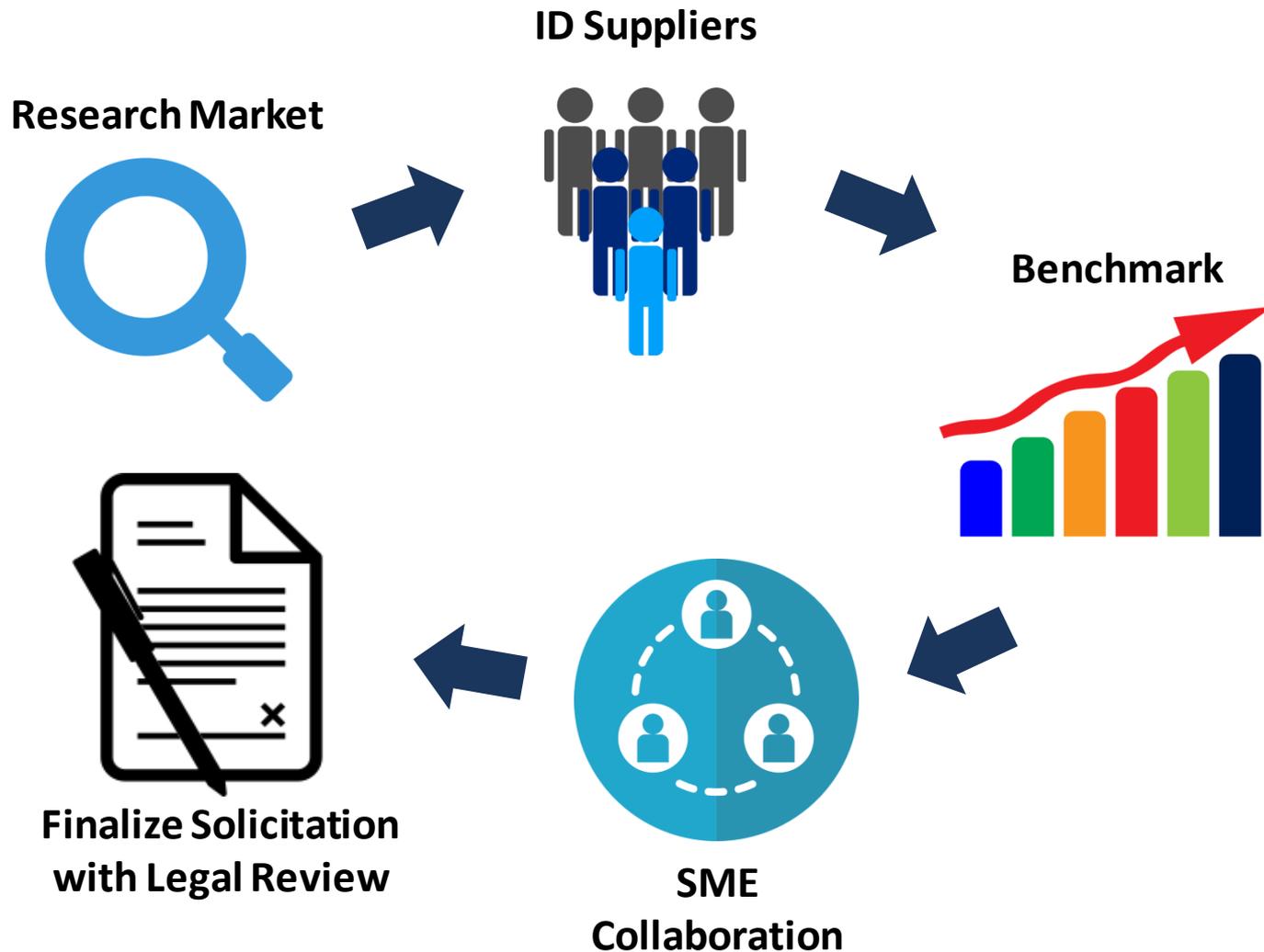


## Qualifying Nonprofits

- 501(c)(3) organizations contracting with DIDD & MHSAS to serve citizens

**TCA § 33-2-1001**

# Developing a Statewide Contract



# Procuring a Statewide Contract



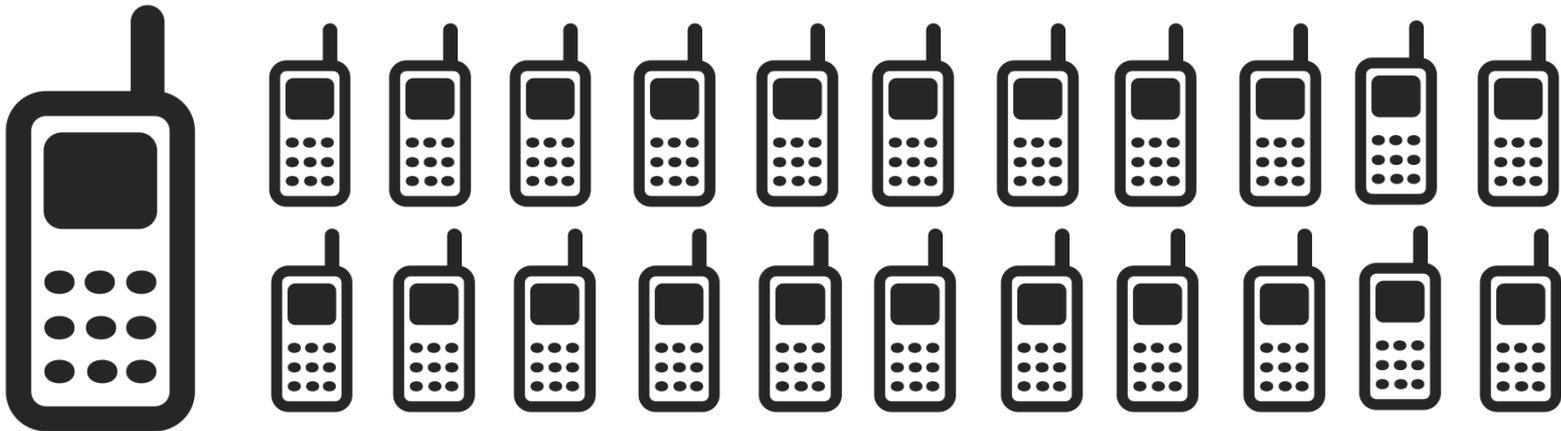


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# 7 Benefits to Utilizing SWC's

# Why Utilize Statewide Contracts?

1. Don't have to "re-invent the wheel"



# Why Utilize Statewide Contracts?

## 2. Don't have to go through a lengthy procurement process

- Frees up time to work on other priorities



# Why Utilize Statewide Contracts?

3. Benefit from competitive pricing due to leveraged volume



# Why Utilize Statewide Contracts?

4. Procurement experts, legal, & subject matter experts developing contracts



# Why Utilize Statewide Contracts?

5. CPO manages contracts and can assist with questions and issues



# Why Utilize Statewide Contracts?

## 6. Access to Diverse and Dependable Suppliers

**40+**

**GoDBE Certified  
Suppliers on SWC**



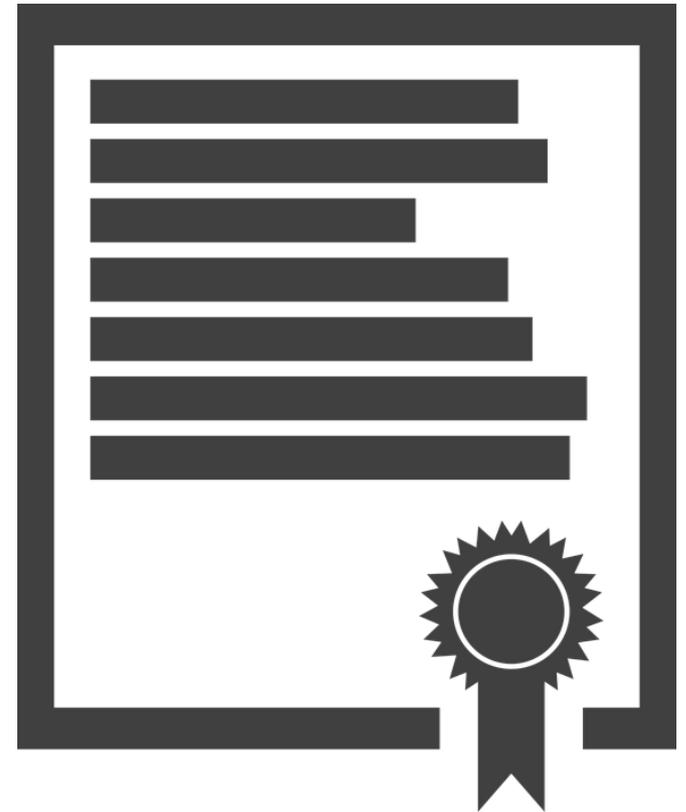
**175+**

**Suppliers on SWC  
with TN Locations**

# Why Utilize Statewide Contracts?

## 7. Ability to collaborate with CPO

- Share ideas for a new SWC or additional items for a current SWC.
- Recommend local suppliers to compete on SWC bids.
- Provide feedback and suggestions to enhance a SWC for solicitation.



# SWC Purchasing

- Purchase directly from the awarded Contractor(s), referencing the SWC, in accordance with your own procurement policies and procedures.



**ID the SWC &  
Supplier Contact  
Info**



**Contact Supplier &  
Reference SWC #**



**Ensure Compliance  
with Policies &  
Procedures**



**Issue Purchase  
Order**

# TNSmartShop

TNSmartShop is a marketplace for procurement professionals providing visibility, access, and utilization of goods and services from suppliers who have Statewide Contracts with the State of Tennessee.



# Accessing Statewide Contracts

- **Statewide Contract Listing (Supplier Portal):**  
[www.tn.gov/statewide-contracts](http://www.tn.gov/statewide-contracts)
- **CPO SWC Usage Instructions:**  
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/state-agencies-/statewide-contract-instruction--swc-.html>
- **TN Smart Shop:**  
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/tn-smart-shop.html>

# Navigating the CPO Website

The screenshot shows the TN Department of General Services website. The header includes the TN logo, the text 'Department of General Services', a search bar for 'General Services', and a 'Go to TN.gov' link. A navigation bar contains tabs for 'About DGS', 'Procurement', 'Real Estate', 'Printing & Media Services', 'Vehicle & Asset Management', and 'Postal'. The 'Procurement' tab is active, and its dropdown menu is open, listing several options. The option 'Local Units of Governments' is circled in red. Below the menu is a large banner with the text 'Welcome to General Services' and 'Serving as a valued business partner delivering strategic general services for State government.' Below the banner are three smaller images: 'How to do Business with the State of Tennessee', 'Real Estate', and 'Vehicle & Asset Management'.

TN Department of General Services

Go to TN.gov

Search General Services

About DGS Procurement Real Estate Printing & Media Services Vehicle & Asset Management Postal

Central Procurement Office (CPO)  
Governor's Office of Diversity Business Enterprise (GoDBE)  
Supplier Information  
**Local Units of Governments**  
State Agencies  
Procurement Commission and Advisory Council  
Library  
TN Smart Shop  
CPO Directory

Welcome to General Services  
Serving as a valued business partner delivering strategic general services for State government.

How to do Business with the State of Tennessee

Real Estate

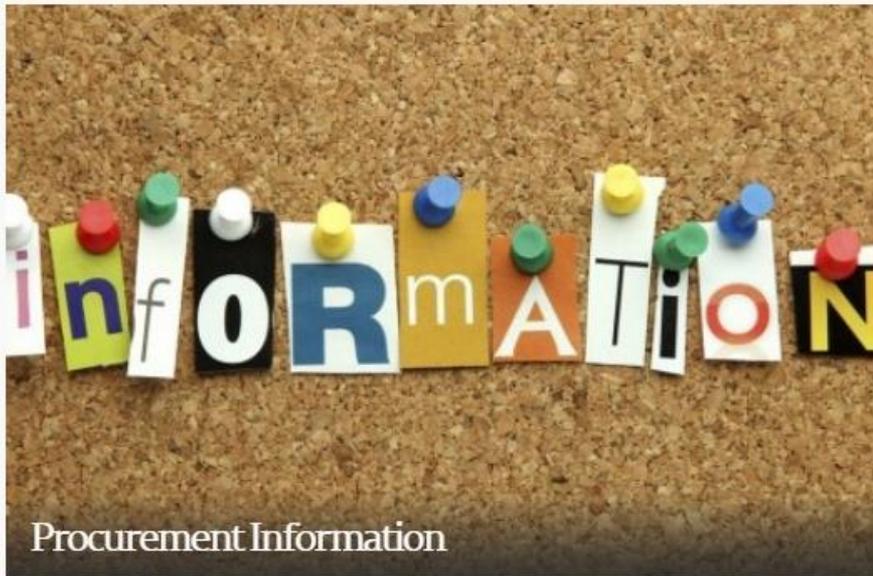
Vehicle & Asset Management

Click on the **“Procurement”** tab and select **“Local Units of Government.”**

# Navigating the CPO Website

## Local Units of Governments

### Special Announcements



To see SWC listing documents select this tile!

- Select the tile that corresponds with the information you are looking for

# Navigating the SWC Listing

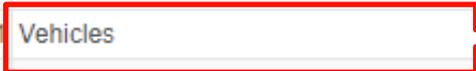


## Central Procurement Office - Statewide Contracts

Statewide Contract Name		Details	Statewide Contract Number
1	ACL Software and Services		3018
2	Abacus Software and Services		3111
3	Acadis Software		119
4	Acquisition Support Consulting		380
5	Adobe Professional Services		290
6	All Terrain Vehicles (ATVs)		248
7	Ammunition		331
8	Apple Hardware, Software		338
9	Appliances, Household		154
10	Attenuators, Truck & Trailer		206
11	Audiovisual and Video Conferen		388
12	Automated License Plate Reader		450
13	Biomedical Waste Pickup Servic		289
14	Birth Control De		
15	Building Material		370
16	COTS Software		204
17	Cellular Devices		205
18	Checkpoint & Bc		209
19	Clinical Laborato		222
20	Cloud Managed		437
21	Commercial Car		411
22	Commissary Iter		
23	Comprehensive		
24	Computer Data		

Click on the folder icon next to the SWC name to access the contract documents.

- *Tip: use Ctrl+F to search by a keyword for the contract.*
- *Tip: allow pop-ups from this site. The page will not load if pop-ups are blocked.*



# Navigating the SWC Listing



## Central Procurement Office - Statewide Contracts

Statewide Contract Number	Statewide Contract Name	Contract Beginning Date	Expire Date	Supplier Name
1 365	Paper & Plastic Goods	10/01/2019	09/30/2022	American Paper & Twine Co

Personalize

Find | |

First 1 of 1 Last

Edison Contract Number	Contract Documents	Line Items	Contracts eligible - Local Gov
000000000000000000000000064263			<input checked="" type="checkbox"/>

Click the folder icon under "**Contract Documents**" to access documents attached to the contract such as the Terms and Conditions.

Click the folder icon under "**Line Items**" for quick access to the items on contract.



# Navigating the SWC Listing



## Contract Detail

Contract ID: 000000000000000000064263

Buyer Name: Vallone, James

Buyer Email: James.Vallone@tn.gov

Supplier: American Paper & Twine Co

Telephone: 615-741-1035

Contract Begin Date: 10/01/2019

Contract End Date: 09/30/2022

## Contract Line Detail

Personalize | Find | **View All** |  First 1-3 of 39 Last

Item ID	Item Description	Category ID	UNSPSC Code	Line	Unit of Measure	Base Price
1000125081	Bag, Paper, 1/4 Barrel, 60 Basis, Standard Sizes And Weights, 250 Bags Per Bale, Recycled Content 5.0%.	20714	24111502	26	BA	62.73000
1000125080	Bag, Paper, 1/6 Barrel, 57 Basis, Standard Sizes And Weights, 500 Bags Per Bale, Recycled Content 5.0%.	20714	24111502	27	BA	34.50000
1000142306	Bag, Paper, 17 X 9 X 17, 27 Quart, 40 Basis, 250 Bags Per Bale.	20715	24111503	28	BA	48.04000

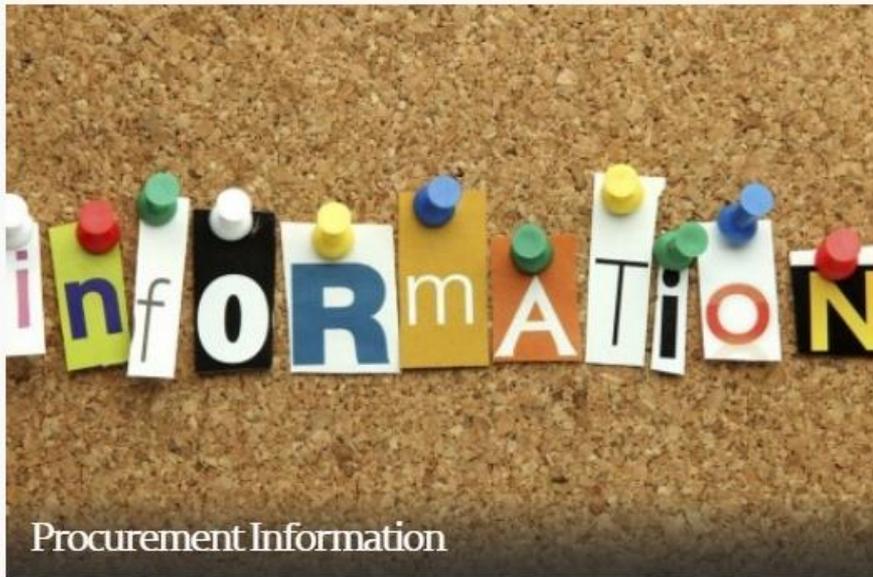
## LINE ITEMS Specific Contract

- Click "View All" to see all line items
- Click on the spreadsheet "download" icon to export all lines to an excel spreadsheet

# Reviewing SWC Usage Instructions

## Local Units of Governments

### Special Announcements



To see SWC Usage Instructions documents select this tile!



- Select the tile that corresponds with the information you are looking for

# Reviewing SWC Usage Instructions

## Statewide Contract Instruction (SWC)

### Restricted Statewide Contract (RSWC) Usage Instructions

- [RSWC 304 Wireless LAN Aruba Usage Instructions](#)
- [RSWC 313 I-3 CIC Software Usage Instructions](#)
- [RSWC 337 Post-Warranty IT Equipment Maintenance](#)
- [RSWC 384 Video Conference System Equipment](#)
- [RSWC 388 Video conferencing, Audio & Streaming Video Maintenance Usage Instructions](#)
- [RSWC 3014 NASPO Servers and Storage Contract Information and Usage Instructions](#)
- [RSWC 3014 NASPO Computers, Laptops, Tablets Usage Instructions](#)
- [RSWC 3020 Cloud Managed Services Contract Information and Usage Instructions](#)
- [RSWC 3030 NASPO Cisco Data Communications Contract Information and Usage Instructions](#)
  - [Cisco Phones](#)

Scroll through the listing of usage instructions and select the one you may want to review

# Reviewing SWC Usage Instructions



## SWC# 380 Small Package Delivery Service Contract Information and Usage Instructions

### **Contract Period:**

This is a three-year and eleven-month contract running from December 27, to November 27, 2021.

### **Summary/Background Information:**

This contract includes ground, express, and international mail delivery for packages up to 150 pounds and multi-weight ground shipments that are over 100 pounds. The contract consists of a catalog rate sheet for each shipment zone, package weight, and service type and a catalog for accessorial fees (special delivery or packaging services). The contract is a cooperative contract through NASPO ValuePoint. See the usage instructions below for information on how to set up an account, process and track shipments, and for tips on how to save time and money through the contract.

### **State Contract Administrator:**

Parker Birt  
Category Specialist  
Central Procurement Office  
(615) 291- 5948  
[Parker.Birt@tn.gov](mailto:Parker.Birt@tn.gov)

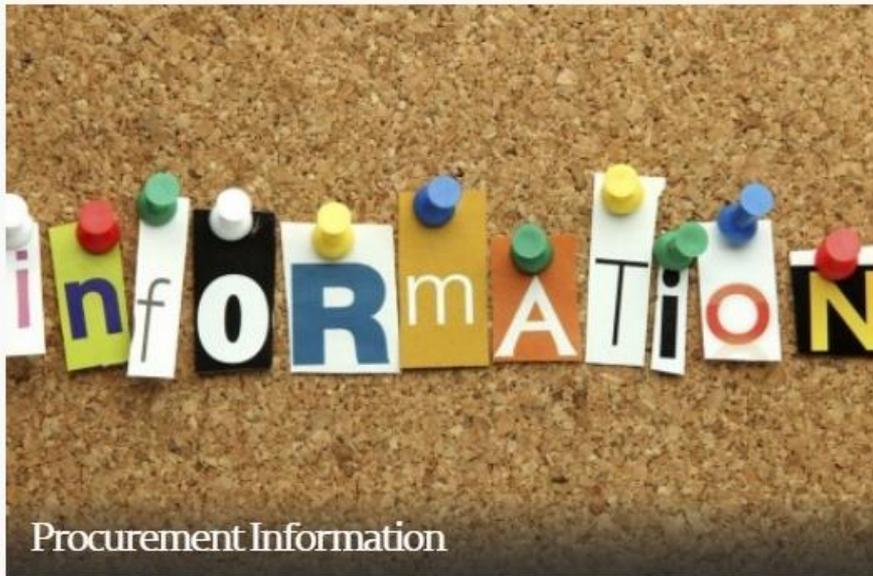
Usage Instruction can include the following:

- Contract Period
- Summary/Background Information
- State of TN CPO Contact Information
- Supplier Contact Information
- State Agency Ordering Instructions
- Local Government Entity Instructions (if needed)
- Other Contract-Specific Details

# Navigating the CPO Website

## Local Units of Governments

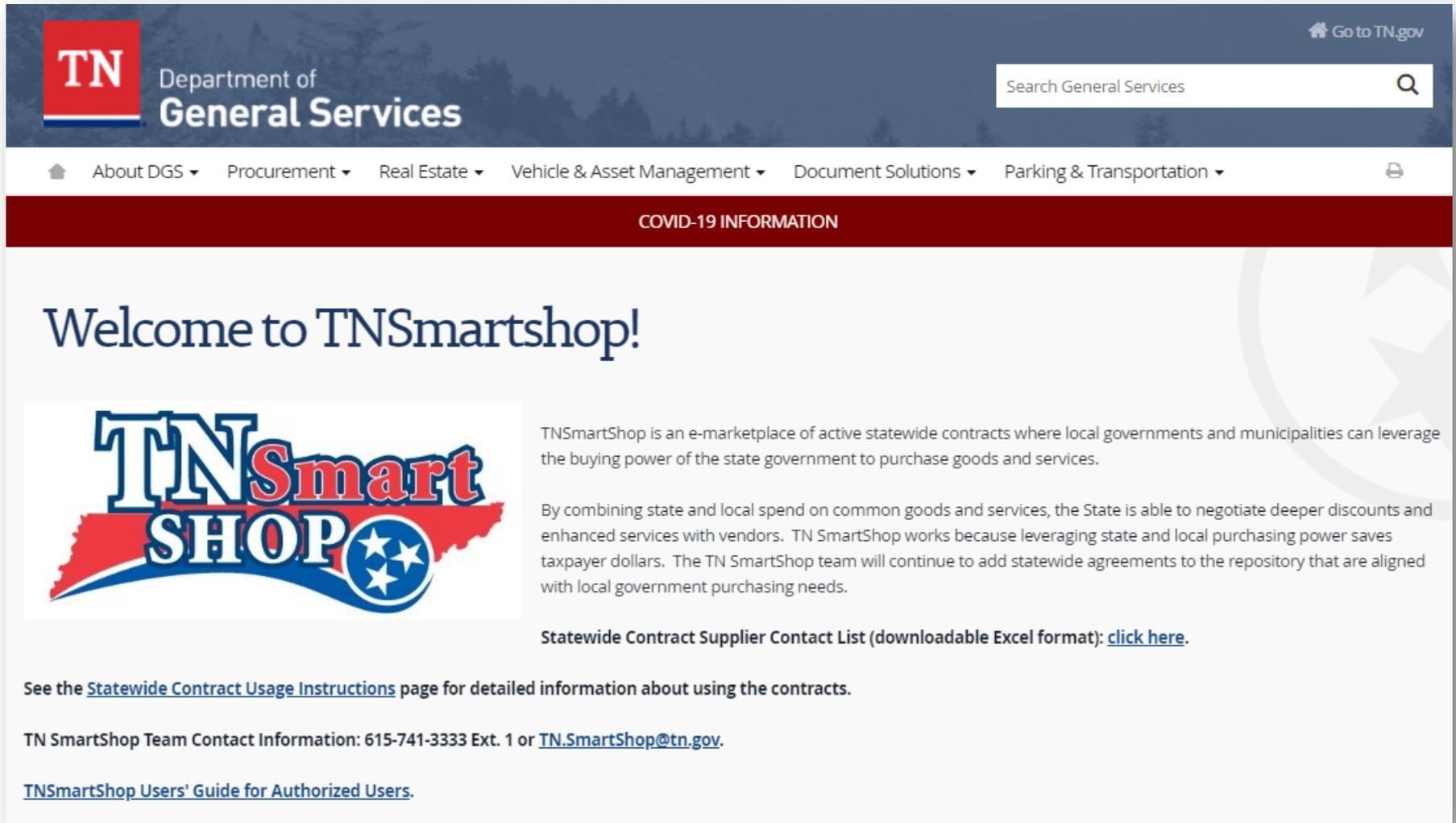
### Special Announcements



To see what suppliers are on TN Smart Shop select this tile!

- Select the tile that corresponds with the information you are looking for

# Reviewing TN Smart Shop Suppliers



The screenshot shows the homepage of the TN Smart Shop website. At the top left is the TN Department of General Services logo. To the right is a search bar labeled "Search General Services" with a magnifying glass icon. Below the logo is a navigation menu with links: "About DGS", "Procurement", "Real Estate", "Vehicle & Asset Management", "Document Solutions", and "Parking & Transportation". A red banner below the menu reads "COVID-19 INFORMATION". The main heading is "Welcome to TNSmartshop!". To the left is the TN Smart Shop logo, which features the text "TN Smart SHOP" in a stylized font with a blue and red background and three white stars in a blue circle. To the right of the logo is a paragraph of text: "TNSmartShop is an e-marketplace of active statewide contracts where local governments and municipalities can leverage the buying power of the state government to purchase goods and services." Below this is another paragraph: "By combining state and local spend on common goods and services, the State is able to negotiate deeper discounts and enhanced services with vendors. TN SmartShop works because leveraging state and local purchasing power saves taxpayer dollars. The TN SmartShop team will continue to add statewide agreements to the repository that are aligned with local government purchasing needs." Below the paragraphs is a link: "Statewide Contract Supplier Contact List (downloadable Excel format): [click here](#)." At the bottom left, there are two more links: "See the [Statewide Contract Usage Instructions](#) page for detailed information about using the contracts." and "TN SmartShop Team Contact Information: 615-741-3333 Ext. 1 or [TN.SmartShop@tn.gov](mailto:TN.SmartShop@tn.gov)." At the bottom left, there is a link: "[TNSmartShop Users' Guide for Authorized Users](#)."

Go to TN.gov

Search General Services

About DGS ▾ Procurement ▾ Real Estate ▾ Vehicle & Asset Management ▾ Document Solutions ▾ Parking & Transportation ▾

COVID-19 INFORMATION

## Welcome to TNSmartshop!



TNSmartShop is an e-marketplace of active statewide contracts where local governments and municipalities can leverage the buying power of the state government to purchase goods and services.

By combining state and local spend on common goods and services, the State is able to negotiate deeper discounts and enhanced services with vendors. TN SmartShop works because leveraging state and local purchasing power saves taxpayer dollars. The TN SmartShop team will continue to add statewide agreements to the repository that are aligned with local government purchasing needs.

Statewide Contract Supplier Contact List (downloadable Excel format): [click here](#).

See the [Statewide Contract Usage Instructions](#) page for detailed information about using the contracts.

TN SmartShop Team Contact Information: 615-741-3333 Ext. 1 or [TN.SmartShop@tn.gov](mailto:TN.SmartShop@tn.gov).

[TNSmartShop Users' Guide for Authorized Users](#).

# How to Find Open Procurements



All Contracts Dashboard

Statewide Contract Listing

Statewide Contract (SWC) Usage Instructions

Current Procurement Opportunities

Diversity Business Enterprise Directory

Events and Publications

Executive Order by the Governor NO. 14

Frequently Asked Questions

GoDBE Agency Small Business Liaisons

GoDBE Certification Overview

GODBE General Contacts

Attestation Regarding Personnel Used in Contract Performance form

Edison Supplier Portal

Grantee Information

Invitations to Bid (ITB)

Protest Procedures

Request for Proposals (RFP) Opportunities

Tennessee State Agency Service Contracting Coordinators

Bid on Surplus Property

Local Units of Governments

Procurement Information

Statewide Contract Listing

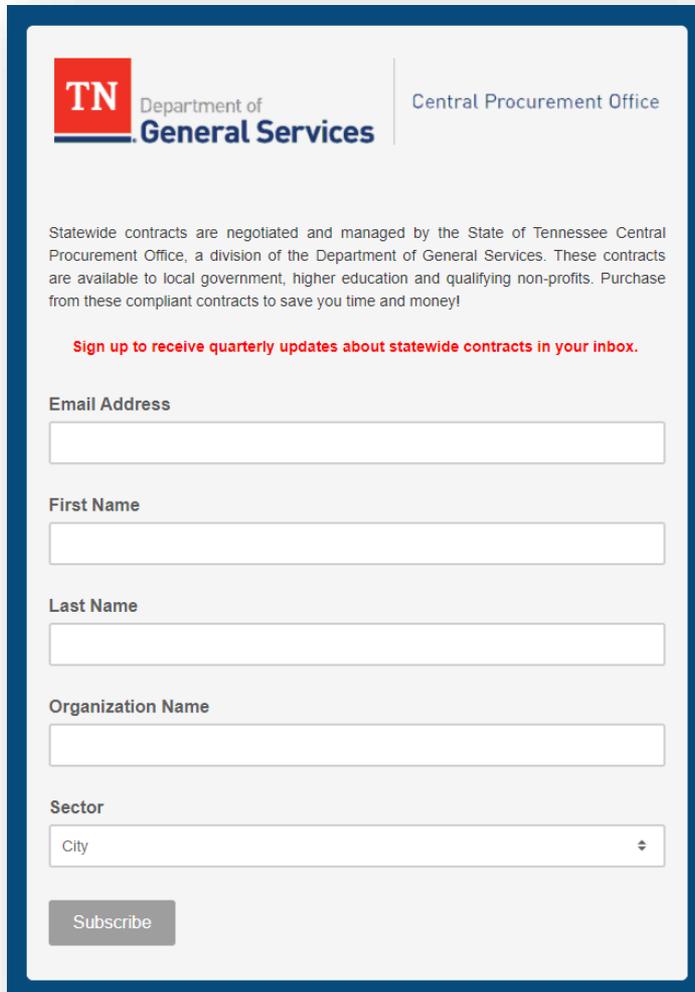
Statewide Contract Instruction (SWC)

TN Smart Shop

# Active and Upcoming Procurements

Document ID & Hyperlink/	Posted or Updated	Event Title
<a href="#">Event 34301-12048</a> <a href="#">Specifications</a> <a href="#">Terms and Conditions</a>	9/9/2021	West TN Storage Buildings
<a href="#">Event 32901-11952</a> <a href="#">Specifications</a> <a href="#">Terms and Conditions</a> <a href="#">Attachment 1</a> <a href="#">Attachment 2</a>	9/7/2021	TDOC Commissary Soft Drinks
<a href="#">Event 32701-12047</a> <a href="#">Pre-Bid Memo</a> <a href="#">Specifications</a> <a href="#">Terms and Conditions</a> <a href="#">Attachment 1</a>	9/7/2021	TDEC Calibration Equipment
<a href="#">Event 40100-12034</a> <a href="#">Specifications</a> <a href="#">Terms and Conditions</a>	9/7/2021	TDOT Brine and Utility Trailer
<a href="#">Event 32701-12045</a> <a href="#">Pre-Bid Memo</a> <a href="#">Specifications</a> <a href="#">Terms and Conditions</a>	9/7/2021	South Cumberland Parking Lots

# Statewide Contract Updates Sign Up



**TN** Department of General Services | Central Procurement Office

Statewide contracts are negotiated and managed by the State of Tennessee Central Procurement Office, a division of the Department of General Services. These contracts are available to local government, higher education and qualifying non-profits. Purchase from these compliant contracts to save you time and money!

**Sign up to receive quarterly updates about statewide contracts in your inbox.**

Email Address

First Name

Last Name

Organization Name

Sector

- Subscribe to Local's Mailing List to get recurring updates about Statewide Contracts  
<http://eepurl.com/dxBBr9>

# Statewide Contract Updates

The screenshot shows an email header with the TN Department of General Services logo and the Central Procurement Office name. Below the header is a red banner with the text "Statewide Contract Updates". Underneath the banner are links for "IN THIS ISSUE: New Contract Awards | Solicitation Updates | Renewals and Extensions | MOUs and Amendments | Price Changes | Other Updates". A note below the banner says "\* For the best experience, please click 'View this email in your browser' at the top of this message." The main content of the email is titled "New Contract Awards" and lists three items: SWC 195 Telematics Hardware, Services, and Accessories; SWC 208 Gasoline, Diesel, E10, E85, B20; and SWC 450 Automated License Plate Reader/Recognition (ALPR).

**TN** Department of  
**General Services** | Central Procurement Office

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**Statewide Contract Updates**

IN THIS ISSUE: [New Contract Awards](#) | [Solicitation Updates](#) | [Renewals and Extensions](#) | [MOUs and Amendments](#) | [Price Changes](#) | [Other Updates](#)

\* For the best experience, please click "[View this email in your browser](#)" at the top of this message.

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**New Contract Awards**

**SWC 195 Telematics Hardware, Services, and Accessories** —The new contract with Samsara (#71019) is active and purchases have begun. This contract replaced SWC 199 GPS Vehicle Tracking with LB Technologies which had an end date of July 31, 2021. Effective date of the new contract was July 1, 2021.  
*Contract Administrator:* [Michael Porter](#)

**SWC 208 Gasoline, Diesel, E10, E85, B20** - Contract has been awarded to two suppliers, Rogers Petroleum Inc and Parman Energy Group LLC. This was awarded based on region. Refer to Usage Instructions for more information or contact contract administrator.  
*Contract Administrator:* [James Vallone](#)

**SWC 450 Automated License Plate Reader/Recognition (ALPR)** — Competitive solicitation completed and awarded to Motorola Solutions, Inc. The Edison Contract number is 69792 and was effective May 17, 2021 and will expire May 16, 2026.  
*Contract Administrator:* [Michael Porter](#)

- Subscribe to Local's Mailing List to get recurring updates about Statewide Contracts

<http://eepurl.com/dxBBr9>

# Navigating the Supplier Portal

## Central Procurement Office (CPO)

Select **“Edison Supplier Portal”** under Supplier Information to review SWC listing & search for contracted items



All Contracts Dashboard

Statewide Contract Listing

Statewide Contract (SWC) Usage Instructions



Go-DBE Registration / Re-Certification

Diversity Business Enterprise Directory

Current Procurement Opportunities

Program Eligibility

Certification Overview

New Business and Technical Assistance



Attestation Regarding Personnel Used in Contract Performance Form

Edison Supplier Portal

Grantee Information

Invitations to Bid (ITB)

Protest Procedures

Request for Proposals (RFP)



Bid on Surplus Property

Local Units of Governments

Procurement Information

Statewide Contract Listing

Statewide Contract Instruction (SWC)

TN Smart Shop

# Navigating the Supplier Portal

**TN Tennessee State Government**

Announcement: Update Supplier Commodity Codes

[Instructions to Update Supplier Commodity codes](#)  
[Supplier Commodity Codes Spread Sheet](#)

Please do not use *Google Chrome* when using the Edison Supplier Portal. Under this browser, you will see issues with how pages are displayed and uploading documents. Please use either *Mozilla Firefox* or *Internet Explorer*. We apologize for this inconvenience.

**Events** Personalize | Find | First 1-9 of 9 Last

Event Name

- BCCX 60 Quart Floor Mixer
- Lodge Flooring @ Fall Creek Falls
- Reg 4 Scrub Seal
- SWC 136 Pest Control Services
- Seedling Lifting and Packaging 2017-2018
- Solid Waste Mgmt-Sports Marketing
- TDEC Solid Waste - Toughbooks
- Tn. State Pk. Golf Course Chemicals
- Water Treatment of Boiler/Chiller Systems-TSD

See all of my events

**Welcome to the Edison Supplier Portal.**

This is the central access point for our suppliers and business partners to view valuable information related to conducting business with us. In addition, active suppliers and business partners may also log in to our secure system from this portal to access current transaction information for their accounts.

Do you have an existing Edison Access ID?  
Click on [Sign In](#) to login to the Edison Supplier Portal.

**Contact Us:**

For assistance with supplier information, please contact Supplier Maintenance at [615-741-9745](tel:615-741-9745) or email [Supplier.Maintenance@tn.gov](mailto:Supplier.Maintenance@tn.gov).

For payment inquiries, please contact Accounts Payable at [615-532-5150](tel:615-532-5150) or email [F.A.Accounts@tn.gov](mailto:F.A.Accounts@tn.gov).

For Password and User ID Assistance, please contact Edison Help Desk at [615-741-HELP](tel:615-741-HELP).

For assistance with bidding procedures and commodity codes, please contact Bidder Services at [615-741-5350](tel:615-741-5350).

If you have a Supplier ID and need new or additional [New User Accounts](#): Your Tax Identification Number.

For international bidders, please contact Supplier Maintenance at [Supplier.Maintenance@tn.gov](mailto:Supplier.Maintenance@tn.gov).

**Statewide Contract Information Links:**

- [Statewide Contract \(SWC\) Search](#)
- [Statewide Contract Line Details \(Excel Download\)](#)

**Procurement Agency Links:**

- [Central Procurement Office](#)
- [RFP Listing](#)
- [Tennessee Department of Transportation](#)
- [Payment Contact Information by Agency](#)
- [Vendor Community](#)

**Important Notifications:**

- [Notice to Suppliers- Public Chapter 730](#)

Select  
"Statewide  
Contract  
(SWC) Search"  
under  
Statewide  
contract  
information  
links

## Statewide Contract Information Links:

- [Statewide Contract \(SWC\) Search](#)
- [Statewide Contract Line Details \(Excel Download\)](#)

## Procurement Agency Links:

- [Central Procurement Office](#)
- [RFP Listing](#)
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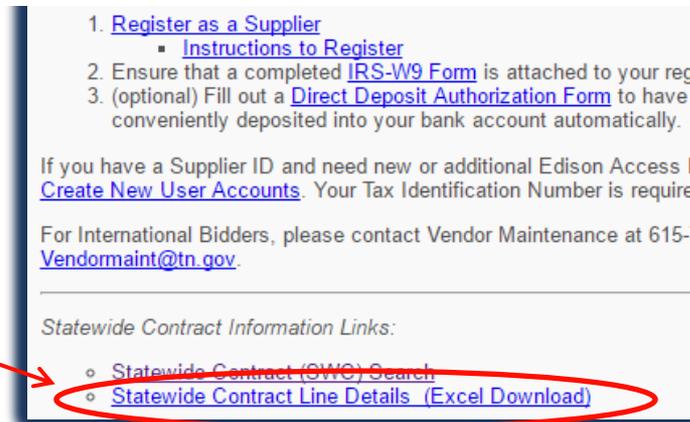
## Important Notifications:

- [Notice to Suppliers- Public Chapter 730](#)

# Navigating the Supplier Portal

- To ensure a comprehensive search, we recommend the Statewide Contract Line Details (Excel Download) option:
  - Download the Excel file, which lists all items with fixed pricing available on statewide contracts (does not include catalog items)
  - Use Excel search features such as filtering or “find” (Ctrl + F) to browse through the file
  - Once you have identified an item on a SWC that fits your needs, note the SWC # and Edison Contract #

## Statewide Contract Line Details (Excel Download)



# How to Find Contact Info

## CPO Contract Administrators



Clicking this link will take you to an excel sheet that lists the SWCs and which Category Specialist manages it

### CATEGORY TEAMS

[SWC Contract Administrators](#)

[CPO.SWC@tn.gov](mailto:CPO.SWC@tn.gov)

Title	Name	Phone
Category Team Lead, Commodities	<a href="#">Tony Bybee</a>	(615) 532-0723
Category Team Lead, Services	<a href="#">Joyanna West</a>	(615) 741-1251
Category Team Lead, Technology	<a href="#">Josh Gaddy</a>	(615) 741-1402

Clicking the [CPO.SWC@tn.gov](mailto:CPO.SWC@tn.gov) link will automatically open an email to the CPO allowing you to contact the SWC team directly

# Helpful Links

- **General Services Website:**  
<https://www.tn.gov/generalservices>
- **Central Procurement Website:**  
<https://www.tn.gov/generalservices/procurement.html>
- **CPO SWC Usage Instructions:**  
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/state-agencies-/statewide-contract-instruction--swc-.html>
- **TN Smart Shop:**  
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/tn-smart-shop.html>
- **Statewide Contract Listing (Supplier Portal):**  
[www.tn.gov/statewide-contracts](http://www.tn.gov/statewide-contracts)
- **Contract Newsletter Updates – Link to Register**  
<http://eepurl.com/dxBBr9>

# Take Aways

- 7 Benefits to utilizing SWCs
- Purchasing from our SWCs
- Navigate CPO Website
- Signing up for email updates for SWCs
- Contact information for CPO

**THANK  
YOU!**

